

215.46

Reassessing Income Eligibility Mid-Certification

Introduction

Each participant should be informed at certification that they have a responsibility to report changes in income when they occur, **however they are not required**. Income changes in the middle of a certification period that surpass the guidelines will result in termination from the program. Local agencies are not required to ask about such changes.

Changes in income

Situations that trigger a mandatory reassessment of income include:

- A participant voluntarily reports a change in income or household size,
- A participant reports a change in custody which then results in a change of income or household size, or
- Citizen complaints of alleged eligibility violations.

Notes:

- If an individual is found to be no longer income eligible, participation of any other household members in WIC must also be terminated. These terminated participants must receive a 15 day notice of termination and be allowed to use their food instruments for the current month. **If the 15 days extends into the following month benefits for that month should be issued and provided at a prorated amount as determined by the system.**
- Reassessment of income is not required if there are 90 days or less before the participant's certification end date.

Changes in eligibility for adjunctive programs

Adjunctively income-eligible participants are not required to report changes in their status in programs that make them eligible for WIC. If a change is reported, reassess the participant's eligibility using the standard procedure. The table below describes how to assess eligibility status.

If the participant is...	Then ...
Certified as eligible for at least one program that confers adjunctive eligibility	The participant is adjunctively income eligible.
A member of a family that includes: <ul style="list-style-type: none">• An individual certified as eligible to receive FIP, or• A pregnant women or infant certified as eligible to receive Medicaid	The participant is adjunctively income eligible.
No longer eligible for any of the programs	Collect information about household size and income to determine eligibility. <u>Note:</u> If the participant is no longer eligible for WIC, participation of any other household members in WIC must also be terminated.

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